

COVID19: COVID19 Full re-opening: Monday 8th March 2021 risk assessment and action planning tool

SCHOOL NAME: Dalmain Primary School

DATE: 08/03/2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to respond the full re-opening of the school (from March 8th) to ensure the school continues to operate as safely as possible. Plans and measures in place should be reviewed on a regular basis, particularly as new guidance is issued.

In line with DfE guidance, schools and trusts need to work closely with parents, staff and unions as they normally would, when agreeing the best plan for their school's circumstances. Your risk assessments and plans need to be confirmed with your governing bodies/academy trusts and published in schools with over 50 employees.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

The considerations and example measures in this tool are not exhaustive and must be read in conjunction with the latest government guidance:

[Actions for schools during coronavirus outbreak](#)

[NHS test and trace for people who develop symptoms of coronavirus](#)

[Safe working in education, childcare and children's social care](#)

[What to do if a pupil is displaying symptoms of coronavirus \(COVID-19\)](#)

[National lockdown](#)

[Guidance on protecting extremely vulnerable persons](#)

[RIDDOR reporting of COVID-19](#)

Appendix 1 – Trade Unions' checklist (for information)

The following principles underpin all planning and actions:

- Children's needs are paramount.
- Staff physical and emotional well-being must be considered at all stages of planning and implementation.
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Where recommended, the use of face coverings in schools.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate personal protective equipment (PPE).
8. Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

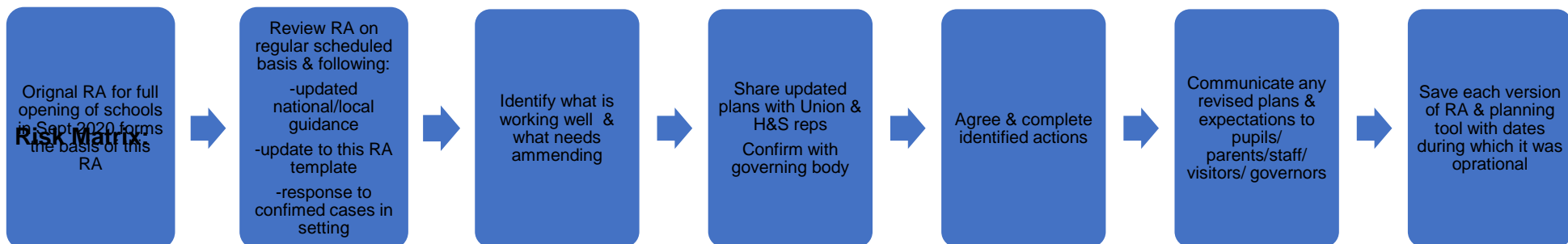
Number 7 applies in specific circumstances.

Response to any infection

9. Engage with the NHS Test and Trace process.
10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
11. Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

Reviewing risk assessment & planning tool



The table includes examples in grey, these are not exhaustive

Risk Matrix:

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
1. Engagement and communication- risk assessment and planning							
1a	Risk assessment process fully engages staff, governing body and Union representatives. Assessment and plan shared and communicated with stakeholders		M	Regular meetings held with Staff/Union Reps. Further consultations will take place. Governors regularly updated. Staff involved with RA processes. Assessment shared with stakeholders.	HT H&S lead Union Reps HT	Ongoing	L
2. Preparing Buildings and Facilities							
2a	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections 	Site Manager is unavailable Site has been closed for prolonged period Inadequate maintenance procedures	H M M	Premises officer/s on site at all times. All statutory maintenance and inspections are up-to-date. Re-opening arrangements have followed standard school procedures for opening after Christmas holidays. Recorded.	POs POs POs	1/09/20 01/09/20 01/09/20	L L L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> Insurance covers reopening arrangements 	<p>Water and heating systems not prepared</p> <p>Electrical systems unsafe</p> <p>Food in freezers and/or refrigerators</p>	<p>M</p> <p>H</p> <p>M</p>	<p>Insurance has been checked: no change to cover.</p> <p>Reopening checklist supplied by insurers for POs confirms that all appropriate actions taken.</p> <p>Catering contractors changed so all fridges and freezers were emptied at start of summer holidays.</p>	<p>HT</p> <p>POs</p> <p>Chartwells</p>	<p>01/09/2020</p> <p>01/09 2020</p> <p>23/07/2020</p>	<p>L</p> <p>L</p> <p>L</p>
2b	Office spaces re-designed to allow office-based staff to work safely: remote working considered where appropriate	Office does not allow for adequate space between staff members.	M	<p>HT office is large and single occupancy. Sufficient space for social distancing and well-ventilated.</p> <p>Assistant heads' office has reasonable ventilation and seats are back to back and 1.5m apart.</p> <p>School office is well ventilated with only 2 occupants- increased working from home to reduce contact. Further arrangements in place. Windows in all offices to be kept open to maximise airflow.</p> <p>Screen in place for reception desk.</p>	POs and relevant staff	01/09/20	L
2c	Entry and exit routes to the school building are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	<p>Specific routes in place for bubbles to enter and exit the school building: external classroom doors.</p> <p>No parents/carers to enter.</p> <p>Children to line up using 2-meter markers which are present on floors.</p> <p>Signage in place.</p> <p>Staff and parents informed.</p> <p>Continuous review.</p>	SLT HT POs	04/01/21	L
2d	Consideration given to premises lettings and approach in place.	None.	M	No lettings currently taken for the remainder of school year.	HT HT	01/09/20	0

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
2e	<p>Necessary physical modifications completed</p> <ul style="list-style-type: none"> • Use of hand driers risk assessed. Roller (cloth) towels removed- paper towels and foot operated lidded bins in place where necessary • Lidded bins in classrooms and shared spaces • Water fountains disconnected/ isolated • Ventilation measures identified and safe use of air conditioning assessed. • Spaces in classrooms measured to facilitate maximum social distancing and tables, chairs placed appropriately, markings and barriers in place. 	Failure to prepare appropriately	M	<p>Hand driers have been assessed and are connected</p> <p>Paper towels in use</p> <p>Lidded bins are in place</p> <p>Water fountains have been put out of use.</p> <p>Air conditioning in Nursery assessed as appropriate for use.</p> <p>Windows will be kept open to ensure effective airflow. Internal fire doors must remain closed.</p> <p>Process of measuring, placing of tables and chairs markings etc (with regard to facilitating maximum possible social distancing) complete.</p> <p>Hand sanitisers to be checked and ref-filled before children return</p>	POs	<p>05/03/21</p> <p>04/09/20</p> <p>05/03/21</p>	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
2f	Consideration given to the arrangements for any deliveries.	Delivery drivers entering school. Contamination of boxes	M	All deliveries will be left outside school building and packing wiped with anti-viral cloths before opening. Kitchen deliveries will be made externally and similarly treated. Drivers will be made aware of requirements by POs.	POs Reception	01/09/2020	L
2g	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	N/A	N/A	N/A	N/A	N/A	N/A
3. Emergency Evacuations							
3a	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Current evacuation routes would cause multiple groups/ bubbles to come into contact. Staff needing to work from home are current PEEP buddies and so reassignment necessary.	L	Layout of school means evacuation routes cannot be changed. Social distancing guidelines will not apply during evacuation drills until children are lining up at assembly points. Any child requiring 1:1 support (esp. for mobility issues) will have a designated adult at all times. Individual PEEP assessments for relevant children are already in place. PEEPs will be written for any further adults or children identified as requiring them. 1:1 staff in school.	POs H&S lead SENDCO	04/01/2021	L
4. Cleaning, waste disposal and hand washing							

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
4a	Enhanced cleaning regime is in place in line with Covid19 cleaning in non-healthcare settings	Lack of planning Insufficient cleaning and disinfecting materials available	M	POs and full-time cleaner will operate a rolling program of cleaning and disinfecting contact points: work-surfaces, door handles, handrails, taps, access control buttons, etc. Hand towels and handwash are to be checked and replaced as needed by POs Toilet facilities (including staff toilets), particularly door handles, locks and toilet flush will be regularly cleaned during the day. A full-time cleaner has been employed: this will be part of their remit. Children will sanitise before using facilities, wash hands after using and sanitise on way back to class. Current stocks have just been replenished and more is on order. Stock levels will be carefully monitored. Hand sanitiser is available at key points throughout the building.	POs	04/01/2021 And ongoing	L
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Irregular supply of staff from contractor (May Harris): insufficient/inadequate cleaning.	H	May Harris have agreed to supply a full-time cleaner during school hours. This is in addition to the regular afternoon cleaning staff.	HT	Ongoing	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance	Lack of planning Lack of PPE equipment	H M	First Aid procedures have been updated. Gloves, masks and visors in place. See 4g for disposal	First Aid lead H&S lead	27/05/2020 01/09/2020	L L
4d	Adequate cleaning supplies, tissues and facilities around the school are in place. Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.	No hand sanitiser for visitors to reception. Insufficient cleaning supplies in classrooms	M	Hand sanitiser available at the school reception and throughout school. Disposable tissues and lidded bins in classrooms to implement the 'catch it, bin it, kill it' approach. Hand sanitisers and cleaning/disinfecting materials are available in all classrooms, stored in teachers' desks with the relevant COSHH data sheet (if applicable). Supply levels will be monitored. Arrangements for use will form part of return to school induction for staff as appropriate.	POs POs POs HT/SLT	01/09/20	L
4e	Arrangements for longer-term continual supplies are also in place.	Lack of stock from suppliers	M	Stock check and ordering schedule reviewed and orders made. Supply levels monitored. Supplies from Lewisham received.	POs	Ongoing	L
4f	Sufficient time is available for the enhanced cleaning regime to take place.	Building in heavy use after school	M	All staff advised to leave the site as early as possible, in order for cleaning to be undertaken. Classrooms will be left tidy to facilitate efficient cleaning.	HT/SLT All staff	01/09/20	L
4g	Waste disposal process in place for potentially contaminated waste, including testing waste where necessary.	Inadequate procedures	M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours (POs). (Addendum to Waste Disposal Policy)		01/06/2020 And ongoing	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<p>Waste collections regularly made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Staff will carry out school supplied rapid-flow tests at home and dispose of waste appropriately. School arrangements therefore N/A</p>		28/01/21	
4h	Process in place for safe removal and/or disposal of face masks in line with (PPE) guidance	Lack of awareness	M	Although masks/visors not currently mandatory for use in primary schools, all staff in school have been instructed to wear masks or visors in communal areas or high contact areas. Staff should follow PPE guidance for removal. See above for disposal.	POs All staff	02/11/2020	L
4i	<p>Clear hand washing procedures outlined for all groups; hot water and liquid soap readily available. Routine hand washing</p> <ul style="list-style-type: none"> on arrival and leaving school before entering and leaving class during the day before and after eating <p>Increased hand washing throughout the day in line with government guidance. Hand sanitiser available where necessary.</p>	Routines not introduced or followed.	M	<p>Staff in each bubble to ensure all children are clear on necessity for regular hand-washing or sanitising,</p> <ul style="list-style-type: none"> on arrival and leaving school before entering and leaving class during the day before and after eating <p>and to ensure that the control measures in place are followed.</p> <p>Hot water and liquid soap available in most classrooms: cold water washes are acceptable if no alternative safely available. Hand sanitising equipment in key positions and classrooms throughout school.</p>	<p>All staff</p> <p>POs</p> <p>POs</p>	01/09/2020	L

5. Classrooms and outdoor space

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
5a	Desks side by side, facing front, where age appropriate.	Lack of preparedness	M	All classrooms arranged so that children all face forwards wherever possible and practical. EYFS and KS1 bubbles will have educationally appropriate arrangements for play-based learning, though social distancing will be encouraged and enforced where possible	POs CTs	03/03/21	L
5b	Classrooms have been re/arranged to allow as much space between individuals as practical (2m where possible) Each pupil has their own identified desk. Arrangements for small group work facilitate social distancing for adults and children Seating plans in place where age-appropriate	Lack of organisation	H	Classrooms (including Art Room, Music Room and Maths Room) have been re-arranged to allow as much space between individuals as practical. Staff should not work face to face with children: 2m distance wherever possible; standing; side to side or behind. Each pupil has own identified desk where possible and deemed educationally appropriate. All seating arrangements are recorded and copies kept at home and in school. EYFS and KS1 operating play based learning.	All staff POs CTs CTs	01/03//21 04/09/2020 08/03/21 08/03/21	L
5c	Classroom entry and exit routes have been determined and appropriate signage in place.	Lack of organisation and dissemination	M	Plans in place and disseminated to staff	SLT POs	08/03/21	L
5d	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently	Inappropriate sized equipment for smaller children in Classroom	L M	All classrooms contain appropriate resources. Any shared use equipment (within bubbles) will be kept in small groups and cleaned before and after use.	CTs	08/03/21 04/09/2020	L L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>Non-essential resources which are not easily washable or wipeable have been removed (e.g. soft toys, dressing up clothes)</p> <p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children (books etc)- items to be wiped down if possible Children instructed not to bring in toys or other articles from home (other than water bottle)</p>	<p>Lack of organisation</p> <p>Lack of children's awareness.</p> <p>Lack of childrens' and parent/carers' awareness.</p> <p>Lack of information regarding effective hygiene.</p>	<p>L</p> <p>M</p>	<p>Wherever possible e.g. KS2 children will have their own supply of regularly used equipment e.g. pencils and rulers which will be kept in their trays</p> <p>Equipment will not be shared between bubbles.</p> <p>Non-essential resources which are not easily washable or wipeable between use have been removed (e.g. soft toys, dressing up clothes).</p> <p>ipads should be restricted to colour-coded bubble use (where possible); thorough cleaning between bubbles; rotating use so ipads are left for up to 72 hours between use. Same procedure for laptops (sets A and B).</p> <p>EYFS: following DfE guidance Actions for EYFS during Coronavirus Outbreak 28/08/20), sharing of easily cleanable resources will be permitted within bubbles (although restricted to smaller groups within bubble whenever possible).</p> <p>Cleaning and disinfecting materials available in classrooms for dynamic use.</p>	<p>POs Reception staff</p> <p>Reception/ cover staff</p> <p>POs</p> <p>CTs</p> <p>CTs / HT</p>	<p>04/09/2020</p> <p>01/09/2020</p> <p>01/09/2020</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<p>Shared handling will be restricted: children encouraged to collect/replace own supplies.</p> <p>Only a small bag with a (clean) water bottle, reading book and reading record should be brought into school.</p> <p>Information posters in place</p>	POs	08/03/21	
5e	Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks. Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings	Lack of planning	M	<p>Use of outdoor areas for education and exercise has been timetabled.</p> <p>Playtimes will be staggered; each bubble has its own marked area of the playgrounds and pack of play equipment which will be regularly cleaned.</p> <p>Fixed equipment can be used: children should sanitise/wash hands before and after playtime.</p>	HT/SLT	08/03/21	L
5f	<p>Ventilation measures identified in each room/area of school (Air conditioning use assessed and used in line with HSE guidance) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm (Fire doors should not be propped open- longer term, automatic close fire doors could be considered)</p>	Poor ventilation	M	<p>Ground floor rooms are well-ventilated and the external fire doors can be kept open if necessary.</p> <p>All windows in classrooms and other rooms (top and bottom halls, Art room, Maths room etc.) should be kept open at all times to maximise air-flow.</p> <p>Internal fire doors must be kept shut.</p>	HT/SLT	01/09/2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	Any additional measures/ and equipment needed to aid and improve ventilation identified and accessed			Subject to ongoing review and discussion as and when issues identified			
6. Staffing							
6a	Staffing numbers required for full opening groups/bubbles have been determined including support staff such as facilities, IT, midday and office/admin staff. Plans ensure staff move between bubbles only when absolutely necessary and adopt prevention measures for doing so. PPA cover is organised to protect integrity of bubbles. Occasions where adults work across bubbles are kept to a minimum and are clearly identified and recorded.	Ineffective planning and dissemination	H	Plans in place and disseminated to staff. Staff moving between bubbles will adopt extra precautions: these may include wiping down CTs desk, chair and computer, stricter observance of social distancing, wearing of visor or mask. PPA cover organised to preserve integrity of bubbles as far as possible. See weekly timetables. Continuous review.	SLT HT MMS	03/03/2021 and ongoing 03/03/2021 and ongoing	L
6b	Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable and pregnant women 28+ weeks) and arrangements for working from home are in place. Up to date individual staff risk assessments are informing risk-mitigating arrangements for individuals identified as clinically vulnerable and/or living with someone in these groups, considering issues around age, ethnicity and pregnancy in line with current guidance. Assigned activities where reasonable consider levels of social distancing and	Lack of planning	H	IRAs reviewed and working arrangements updated where necessary. Consideration given to age, ethnicity and other vulnerabilities of staff in direct contact with children when teaching rotas and assigned activities drawn up in order to mitigate risk for individuals as far as possible.	HT H&S lead HT SLT	Completed 07/09/2020 Reviewed 24/02/21 Reviewed 26/02/21	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	contact and outline measures for hand washing etc						
6c	Approach to staff absence reporting and recording in place. All staff aware.	Lack of awareness of absence procedures	M	Standard school procedures apply: all staff aware.	HT HT	01/09/2020	L
6d	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Lack of planning	H	HT and SLT monitor sickness levels on a daily basis and are aware of potential cover teachers/staff. Cover will be planned on a weekly basis where possible to minimise cross-bubble contact.	HT/SLT	Ongoing.	L
6e	Assess transport arrangements for all staff and parking arrangements as required. Check LBL parking restrictions & inform staff https://lewisham.gov.uk/my services/parking/coronavirus-parking-restrictions-and-cpzs Coronavirus (COVID-19): safer travel guidance for passengers shared with all staff. Consideration of arrival times to encourage walking and cycling to work	Failure to assess and consider	M	<u>Coronavirus (COVID-19): safer travel guidance for passengers</u> has been shared with all staff. Staff who use buses (distance from work) are encouraged to consider walking or cycling. Staff who use trains are encouraged to make own assessments regarding safety of journey and discuss arrangements with SLT. Staff advised to discuss earlier start/finish times to avoid peak hour travel (where possible). School has no car-park, but there is sufficient on-street parking in a quiet cul-de-sac. Staff who walk or cycle are happy to continue with current start/finish times.	SLT/HT	Ongoing	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6f	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable	Lack of clarity of expectations.	L	Clothing expectations remain the same as usual- smart casual. Staff reminded to maintain cleanliness of all clothing.	HT	01/09/2020	L
6g	Approaches for meetings and staff training in place. Virtual meetings used whenever possible. All face to face meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger groups. Use of outdoor space also considered where possible.	Lack of consistent approach.	H	Only necessary formal meetings in school allowed and all will observe social distancing requirements in well-ventilated rooms- windows to be kept open to maximise airflow. Briefings, PDMs and other meetings held via Zoom. Meetings with other professionals and/or outside agencies will be held virtually wherever possible. Some staff training is being carried out via Educare or on Zoom. Necessary in-house staff training (eg for Covid procedures) via Zoom	SLT HT	04/01/21	L
6h	Consideration given to staffing roles and responsibilities with regards to the contingency of remote provision for those children shielding or self-isolating alongside in-school provision.	Lack of planning	M	Arrangements up and running to supply online learning as and when required. Detailed staffing arrangements, including division of planning and teaching responsibilities will be organised on a week-by-week basis responding to needs of school and staff as required. Staff are responsible for communicating with SLT if work-load is unmanageable.	HT/SLT	04/01/21	L
6i	Consideration given to staffing roles and responsibilities and workload with regards to the contingency of remote learning for children self-isolating/ shielding	Lack of planning	M	Staff are fully aware of their roles, responsibilities and workload arrangements in the event that remote learning is required for any child shielding or self-isolating.	HT SLT HT	23/02/21/	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				Discussions and consultations held between teaching staff and SLT as required If staff are not fully confident of their awareness of new controls and processes they will ask their line manager or member of SLT for clarification and instruction.			
6j	Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.			Discussions and consultations held between staff and SLT as required If staff are not fully confident of their awareness of new controls and processes they will ask their line manager or member of SLT for clarification and instruction.			
6k	Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	No provision for staff well-being.	M	Dalmain has a well-being lead (Asst. Head) with regular updates and advice provided (Well-Being Wednesday, for example) Staff are fully aware of available support and advice for schools and pupils available from Employee Assisted Programme, and the Educational Psychology service Staff are fully aware of where to access further support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support https://lewisham.gov.uk/information-for-staff/staff-support-hub/)	Asst. Head HT & Asst. Head Asst. Head, H&S lead, HT	Ongoing	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6l	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of limited number of self-testing kits	No systems for testing, tracking and tracing in place	H	<p>Standardised systems of testing, tracking and tracing are in place for school and community. Staff have been made aware of priority testing available via Lewisham if showing signs of Covid 19.</p> <p>All staff have access to rapid flow self-testing kits and are requested to test twice weekly, informing school (Peter Clarke) and NHS of result. This is recommended, but not compulsory.</p> <p>Part-time staff, including peripatetic teachers and those working from home are required to complete a rapid-flow test the night before they are due in school and report the results as above.</p> <p>See: Lewisham HR Guidance and FAQs including new restrictions from March 3rd 2021</p> <p>Staff briefings will ensure staff are fully aware of return to work procedures. Regular PDMs held from 01/03/21</p>	<p>Govt.</p> <p>HT/SLT</p> <p>POs</p> <p>HT/SLT</p>	<p>Ongoing</p> <p>04/01/21</p> <p>03/02/21</p> <p>08/03/21</p> <p>03/03/21</p> <p>01/03/21</p>	<p>M</p> <p>L</p>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6m	Arrangements for staff to access testing communicated and in place. Staff are clear on returning to work guidance where this is the case.	Failure to communicate appropriately Lack of testing kits. Procedural problems	M	All staff aware of procedures and this system: https://www.gov.uk/apply-coronavirus-test-essential-workers . Lewisham SOP (V6.2) disseminated to staff. Lateral flow device tests (LFDs) supplied to school for screening tests and appropriate arrangements in place for use of test kits: distribution and testing times for staff in school, working at home or making necessary visits; procedures for informing NHS/school (Peter Clarke) and recording relevant details. Risk assessment for process carried out and recorded. Procedures clarified and emailed to all staff. 'Lewisham Advice for Testing in Primary Schools and Maintained Nurseries' sent to all staff	HT SLT Office HT SLT	04/11/2020 01/03/21 02/02/21 03/02/21	L
6n	The approach for inducting new starters has been reviewed and updated in line with current situation.	Failure to communicate appropriately	M	Procedure reviewed: no specific changes required other than added Covid 19 procedures.	HT SLT	04/01/21	L
6o	Any changes to measures and procedures are clear for all staff.	Lack of clarity in expectations and procedures	M	All changes to measures and procedures are disseminated to staff via email and/or at daily / 2 x weekly briefings	HT SLT HT	2/11/20 and continuous	L
6p	Arrangements to return any furloughed staff		N/A	N/A	N/A	N/A	N/A
6q	Any staff contracts that need to be issued, extended or amended			Completed			

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	considering the current situation have been.						
6r	Agreements in place for managing any HR processes- nature of meetings agreed and timetable		M	Such meetings will be held face to face only when necessary. SD and ventilation will be maximised. Nature of meeting and timetable will be agreed in advance via email to reduce contact time.	HT	9.11.20 Continuous	L
6s	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Failure to control access arrangements	M	Only essential visitors- those who cannot fulfil their responsibilities without being on-site (eg. occupational therapists) will be allowed (by prior arrangement and with the agreement of the HT). They will be made fully aware of relevant school policies and procedures regarding Covid-19. If working with children, visitors/employers should provide their own Risk Assessments for the meeting/activities. Only essential contractors will be allowed on site (fire or electrical safety, for example), and wherever possible they will work outside school hours or in isolated areas. Risk assessments will be checked for PPE and any school specific requirements. School protocols will be shared.	HT Reception staff DSL SENDCO POs POs	01/09/2020	L
6t	Risk assessments in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.		M	Laban have provided own Risk Assessment and will also follow school procedures. Sports coach: Additional Covid RA has been checked and agreed before commencement of lessons.	HT SLT	08/03/21	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	The deployment of such staff must not breach the safety of bubbles.			Both will read and act on Dalmain Covid safe agreement. Bubbles will be preserved. Music lessons (class and individual), science, art, computing and Action Tutoring lessons have separate risk assessments.			
6u	Staffing roles and responsibilities, risk assessments and guidelines in place with regards to the provision of remote learning for children who are self-isolating or shielding.	Lack of planning and communication	H	Discussions held with all relevant parties (Unions, teachers, HLTAs, support staff, MMS, HT, SLT, premises) and guidelines, roles and responsibilities for in-school and online provision (with reference to appropriate risk assessments) agreed and disseminated.	All staff	08/03/21 and continuous	L
7. Group Sizes							
7a	All bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	2 form entry and limited space	M	Bubble set at the size of two classes/ year group. All timetables designed to limit social interaction and increase group separation as much as possible within the constraints of the building and its external areas	HT SLT	23/02/21	L
7b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible Staff movement between bubbles avoided wherever possible	Failure to plan	M	See 6a, 6b, 6h, 6i, 6t	SLT	04/01/21	L
7c	Identified solutions to any workforce capacity issues are in place.	Failure to plan	H	Contingency plans and potential solutions in place: issues can only be fully and effectively addressed when they occur	HT SLT	Ongoing	L
8. Social Distancing							

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
8a	<p>Arrangements for social distancing in place to define:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices Parents/carers drop off at school gate- no entry Staggered or limited amounts of moving around the school/ corridors, one way systems where possible Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this. Markings in place for routes around school to minimise closer contact Toilet arrangements- rota for use by 'bubbles', cleaning of surfaces in toilets after use by each bubble Use of hand driers risk assessed/ Paper towels and foot operated closed bin in place 	<p>Lack of planning and dissemination</p> <p>Insufficient space to do this safely</p>	H	<p>Staggered school drop off/pick up times and locations confirmed (main gate, Brockley Rise gate and Pen) with sufficient staff to monitor safe practices (SLT/POs).</p> <p>Pen: Years 3 & 4. Drop-off (08:45): parents/carers accompany children into pen by one gate, hand over children and leave by the second gate. Collection (15:00): Parents/carers enter and leave via same system (all in before children handed over. Reception as above. Currently 09:00-11.30. Nursery: Currently: 09:00-11:30 via Pen. 13:00-15:00 via main gate and nursery playground entrance: only feasible route (Max 5 per session).</p> <p>Main gate: Years 5 & 6 (separate gates). Drop-off (09:00): now sufficient space to improve social distancing outside: One-way system: children called in to line up as CTs/TAs are ready with additional time-staggering. Collection (15:15): Parents/carers enter playground (all in) and space out on wall. Children released when ready. One-way system in operation. Y2 as above (08:45-15:00), no additional time-staggering required.</p> <p>Brockley Rise: Y1 (09:00-15:15), Reception (08:45-15:00): Parents/carers enter playground to accompany children to and collect from classrooms. Sufficient space in playground and outside to ensure social distancing.</p> <p>Staggered or limited amounts of moving around the school/ corridors, one way systems where possible (Specified staircases for each group for entering and leaving building will effectively provide one-way system upstairs).</p>	HT/SLT/PO	23/02/21	L
		Limited toilet facilities				Continuous review	

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<p>Classroom design: Any class in use will be designed to comply with social distancing guidelines as far as possible.</p> <p>Break and lunch times are staggered.</p> <p>Dining tables and stools cleaned between bubbles.</p> <p>Bubble groups will have own areas of playground demarcated by cones, tapes. One group will use pen.</p> <p>Plans for social distancing during these times in place, such as when queuing for lunches. (Markings on floor and staff supervision)</p> <p>Staffing rota developed to facilitate this (Duty SLT, teachers, TAs and lunchtime staff will supervise).</p> <p>Toileting: ALL: If hot water is not readily available, cold-water hand washes and sanitising acceptable: Year groups to liaise re use of toilet hand-washing facilities or classroom. Classes with hot water will use it.</p> <p>KS1/Reception: Y2/Y1 toilet use encouraged before breaks as they must cross other bubbles to access toilets. Children instructed and monitored to cross bubbles quickly and without contact with other children. External hand sanitiser mounted which ALL children should use before entering toilets.</p> <p>KS2: as above, except that Y3/4 and Y5/6 will swap break-time locations weekly so procedures for them will change weekly. Markings in place for routes around school to minimise closer contact.</p> <p>Paper towels and foot operated closed bin in place (See 2e).</p>			
8a:i	<p>Arrangements to ensure safe collection of children attending external after-school clubs.</p> <p>Arrangements to ensure safe collection of children being collected late.</p>	Lack of Planning	H	Rainbow: children will be escorted to Lower Hall by CT or TA from Year Group bubble. Children will wait in Year Group bubbles and be escorted to Rainbow in the same	Relevant staff	23/02/21	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	Arrangements for safe operation of Breakfast Club			<p>fashion by school staff at staggered times (see 8a). Acorn: as above, except that children will be collected from Lower Hall by Acorn staff.</p> <p>If necessary, CTs will wait at collection points for fifteen minutes to allow time for latecomers to arrive. Any children not then collected will be taken to School reception area and standard procedures followed.</p> <p>Each Year group has a separate table. Each Year group has a separate table. Each Year group has a separate set of toys/games/books etc. Each Year group is supervised by the same adult every day- adults who are also MMS are in the same bubble as at lunchtimes. Years 1 and 2 will be escorted to classes via corridor. Years 3,4,5,6 will be escorted to playground to join classes as they line up. Supervisors will collect food from MH and take to tables. Children will enter and leave via corridor entrance, sanitising as they do so. Masks, gloves, aprons and visors available for use. Children will be instructed to remain seated at Year</p>			

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<p>group tables, as far as possible away from each other.</p> <p>Children will be reminded of importance of maintaining bubble and observing social distancing rules.</p> <p>Windows and doors will be kept open at all times.</p> <p>Each Year group has a separate set of toys/games/books etc.</p> <p>Each Year group is supervised by the same adult every day- adults who are also MMS are in the same bubble as at lunchtimes.</p> <p>Years 1 and 2 will be escorted to classes via corridor.</p> <p>Years 3,4,5,6 will be escorted to playground to join classes as they line up.</p> <p>Supervisors will collect food from MH and take to tables.</p> <p>Children will enter and leave via corridor entrance, sanitising as they do so.</p> <p>Masks, gloves, aprons and visors available for use. Children will be instructed to remain seated at Year group tables, as far as possible away from each other.</p> <p>Children will be reminded of importance of maintaining bubble and observing social distancing rules.</p> <p>Windows and doors will be kept open at all times.</p>			
8b	Approach to avoiding children and young people entering/leaving school	Lack of awareness,	H	Start/finish times and entrances will be staggered. Children will be	HT/Office	23/02/21	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	congregating and breaching social distancing is in place.	instruction and supervision.		<p>instructed to enter school immediately on arrival and not gather in playground, then hand-washing and sanitising. Staff will be in position to supervise. Children instructed not to gather outside school.</p> <p>Dalmain Covid-safe agreement, referring to this has been sent to all families.</p> <p>Sent at start of each term and reminders across the term.</p>			
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate)	Lack of awareness, instruction and supervision.		<p>Staff to monitor inadvertent errors with additional handwashing and cleaning</p> <p>Conversations with parents and children (age appropriate)</p> <p>Risk assessments and individualised approach to be put in place for students who struggle to follow expectations- dynamic assessments.</p> <p>Parent/carers have been informed that persistent and/or deliberate breaches of Covid-safe behaviour will result in their child or themselves not being permitted to enter the school site.</p> <p>See Covid-safe Agreement</p>	<p>All staff</p> <p>SLT/CTs H&S lead</p> <p>HT/HT</p>	01/09/2020 and ongoing	L
8d	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Lack of planning	M	Year group assemblies will take place weekly on different days.		23/02/21	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				These will take place in a distance-marked hall, the floor and contact points of which are cleaned daily.			
8e	Social distancing plans communicated with parents, including approach to breaches.	Lack of planning and communication	M	Dalmain Covid-safe agreement, referring to this has been sent to all families at the start of each term and regular reminders throughout the term. Approach to breaches developed – see 8c for details	HT/Office HT/SLT	04/09/2020 and ongoing	L
8f	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	Lack of planning and communication	M	Use of outdoor areas for education and exercise has been timetabled. Playtimes will be staggered. Bubble groups will have own areas of playground demarcated by cones, tapes etc, and separated by 2m. One group can use pen at a time. Fixed equipment can be used: children to gel before and after playtimes. Mobile outdoor equipment (balls, hoops etc) will be ‘bubbled’ and cleaned between uses.	HT/SLT HT/SLT POs	08/03/2021	L
8g	Social distancing arrangements and use of face coverings agreed for all areas of the school in place and communicated.	Common timetables	M	Staggered timetables means that staff-room will not become ‘overcrowded’. Signed limit of six staff maximum at once. Staff instructed to clean high contact areas after use. Staff room on additional cleaning rota.		01/09/2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<p>Briefings and PDMs are held via zoom.</p> <p>Staff have been issued with visors and masks, which are to be worn in all shared areas and when children arrive and depart (potential of talking with parents). Staff in fixed bubbles are not required to wear face coverings in class, but may choose to do so. All staff aware via briefings and emails.</p>		<p>04/01/2021</p> <p>2/11/20</p>	
9. Transport							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> to be shared with parents and children as age appropriate	Lack of information	M	<u>Coronavirus (COVID-19): safer travel guidance for passengers</u> has been sent to all parents/carers	HT	04/09/2020	L
9b	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. Arrangements in place with transport providers to support any staggered start/end times.	N/A	N/A	N/A	N/A	N/A	N/A
9c	Support in place for children who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	Lack of guidance for children	M	Emergency supply of masks available. CTs to discuss with children and liaise with parent/carers if necessary.	All staff	Ongoing	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
9d	Children and young people reminded to wear face coverings on public and school transport.	Lack of guidance for children	M	Not a requirement for primary age children, but reminders given as part of general safety talks for outside school behaviour.	All staff	Ongoing	L
10. Catering							
10a	Arrangements in place to provide food to children on site, including the requirement of universal free school meals.	Lack of planning	M	All arrangements in place for full supply of necessary meals.	HT	01/09/2020	L
10b	Arrangements for when and where each group will take lunch (and snack time if necessary) including hand washing are in place so that children do not mix with children from other groups.	Lack of planning	H	Staggered lunchtime plans in place and disseminated to all staff. MMS work in specific bubbles.	SLT MMS	04/01/2021	L
10c	Arrangements for food deliveries to vulnerable families in place.	Lack of planning	M	Effective systems in place as and when required.	SLT POs	11/01/21	L
10d	Arrangements for the continued provision of FSMs for children not attending school due to shielding or self-isolation are in place.		M	Effective systems in place as and when required e.g. school holidays Voucher system will continue to operate in this instance	SLT School Office POs	Ongoing	L
11. PPE							
11a	PPE use understood and agreed with staff. Appropriate supplies in place at necessary points in the school. Long term approach to obtaining adequate PPE supplies in place. PPE located in classrooms where children require personal care and for the administering of first aid. Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained.	Staff lack of knowledge in when and how to use PPE Lack of PPE	M H	Masks, visors and gloves in stock. Small supply of aprons available. Stock levels under continuous review. PPE equipment will be available in all classrooms, at reception and in the medical room. Specific isolation room for children displaying symptoms with PPE in situ First Aid guidance has been updated.	SLT POs		L L L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				Planning for administration of First Aid has been reviewed to ensure bubbles are maintained as much as possible	First Aid lead		
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing	Failure to assess	H	One child has been assessed and appropriate procedures put in place. Other toileting 'accidents' requiring adult assistance will be dealt with under the Personal and Intimate Care policy . Updated First Aid procedures should also be followed. Visors and gloves available for such incidents. EHCP children's risk assessments have been reviewed for return to school: carers of such children will be prioritised for PPE if necessary.	H&S lead SENDCO SENDCO/ H&S lead	03/02/21	L
11c	PPE needs assessed and addressed for staff supervising entrances and exits- does distancing mean staff need masks to protect parents/ members of the public?	Failure to supply PPE	M	Face-masks and other PPE are available for those members of staff who will use them in class, ion common areas or outdoors. Entrances and exits will be supervised outdoors, and social distancing guidelines followed.	POs	01/09/2020	L
11d	Approach to face coverings updated to include use by adults in corridors & communal areas where social distancing is not possible	No protocol in place	H	All staff instructed to wear masks or visors in all shared areas and when talking to parents/carers. Wearing is advised in classrooms, but not mandatory	All staff	02.11.20	L
11e	Information shared with staff, parents, pupils & visitors that face coverings are to be worn by adults in classrooms, corridors and communal areas.	Failure to communicate	H	All staff aware through briefings and emails. All parents aware through previously published School Risk Assessment.	HT Office Staff SLT	11/01/21	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				All visitors aware through induction process.			
12. Response to suspected/ confirmed case of COVID19 in school <u>In all instances 'Educational Settings Standard Operating Procedure' (Lewisham) will be followed. This has been communicated to all staff (01/09/2020).</u>							
12a	Frequently share information with children parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the school is anyone in the house is displaying symptoms	Failure to share information effectively	H	Parents/carers informed by ParentMail on a regular basis on both issues.	HT	Ongoing	L
12b	Approach to adults/children displaying COVID19 symptoms cases in place: during school day <ul style="list-style-type: none"> Which staff member/s should be informed/ take action, including staff where risk assessments identify heightened vulnerability to COVID19 Consideration of any pupils with heightened COVID19 vulnerability Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place 	Failure to follow local and national guidance	H	HT will be immediately informed. Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance (see Lewisham guidance 'Educational Settings Standard Operating Procedure' February 2021 v6.2), and are sent home as soon as possible. Heightened vulnerability children identified via medical tracker and appropriate assessment carried out. All parents/carers will be asked to update emergency contact	SLT/HT	Ongoing	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> • Arrangements for informing parent community in place • Emergency PPE available where 2m distance cannot be maintained 			<p>numbers and ensure that the contact can be reached at all times. If a pupil shows symptoms at school they will be isolated in the small music room (between library and office) before being collected. Where a pupil or staff member tests positive, the rest of their bubble should be sent home and advised to self-isolate for 10 days. 'Bubble' room and toileting area will be deep-cleaned. Emergency PPE equipment will be available. Relevant parents/carers will be informed by ParentMail.</p>			
12c	<p>Approach to confirmed COVID19 cases in adults and children/young people onsite in place</p> <ul style="list-style-type: none"> • Up to date Lewisham Standard Operating Procedure readily available in school • Lewisham on call details shared with appropriate school leaders • Process for identifying bubbles/contacts and advising on necessary action in line with time period specified in guidance/SOP. • Process for identifying bubbles/contacts and advising on necessary action. • Staff with heightened vulnerability considered and advised of necessary action. • Approach to closing areas/ relocating CYP away from 	Failure to follow local and national guidance	H	<p>All actions in line with local and national guidance (see Lewisham guidance ('Educational Settings Standard Operating Procedure' v6.2 and EYFS version of same). This has been shared with all staff. Relevant on-call detail shared with SLT</p> <p>Process in place for identifying children/adults/bubbles/contacts and advising on necessary action and will be in line with time period specified in guidance/SOP</p> <p>Staff with heightened vulnerability considered and advised of necessary action.</p> <p>Relocation/closures will be considered dynamically</p> <p>'Bubble' room and toileting area will be deep-cleaned.</p>	HT SLT HT	03/03.21 Ongoing	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>certain parts of the school to clean, if possible.</p> <ul style="list-style-type: none"> • Cleaning procedure in place. • Arrangements for informing parent community in place. • Arrangements for undertaking risk assessment of staffing capacity issues • Arrangements in place for remote learning/ FSM/ support for vulnerable & EHCP children and self-isolating CYP as required 			<p>Relevant parents/carers will be informed by ParentMail Staffing capacity will be assessed on a daily/weekly basis.</p> <p>See 6h, 10a, 10d, 11b, 13f</p>			
12d	Process in place to engage with the Test and Trace and contact tracing process.	Lack of dissemination of process.	H	See 'Educational Settings Standard Operating Procedure v6.2 for full details: this has been sent to all staff (01/03/21).	SLT/HT	Ongoing	L
13. Pupil Re-orientation - back into school after a period of being at home							
13a	Approach and expectations around school uniform determined and communicated with parents.	Lack of communication	M	Children should wear school uniform, except on days when they have PE.	SLT/HT	01/09/2020	L
13b	Changes to the school day/timetables shared with parents.	Lack of communication	M	All changes to the school timetable will be sent to parent/carers via ParentMail.	Office Staff	Ongoing	L
13c	Arrangements for safe availability of drinking water confirmed and communicated to children and parents.	Lack of communication	M	All children instructed to bring own bottle of water. Bottles will be refilled from water jugs with water collected from Staff Room by TAs: no child will use the internal water fountain to fill jugs or bottles. Children aware through staff instruction. Parents aware through Covid 19 agreement	Office Staff CTs TAs	Ongoing	L
13d	Approach to supporting children to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social		M	Main curriculum will be followed: relevant aspects of the 'Recovery Curriculum' will continue where possible.	HT, SLT, DSL	04/01/21 and ongoing	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>situations is developed and shared by all teaching staff.</p> <p>This includes bringing sharing experiences of those who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>			<p>Approach to these issues remain under discussion by HT, SLT, DSL</p> <p>CTs to deliver</p>	SENDCO		
13e	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Lack of designated leader.	M	Dalmain has a designated well-being leader who provides resources, activities and support for staff and children's wellbeing, mental health and resilience.	Asst Head	Ongoing	L
13f	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 	Failure to maintain contact with families, especially FSM and vulnerable families.	H	DSL keeps in close contact with vulnerable families and others and provides additional support in addressing the problems as outlined.	PW	Ongoing	L
14. Remote education plan							
14a	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Failure to plan	H	Plans for remote and physical learning are complete and in place. Plans for pastoral support also in place. See Remote Learning Offer.	HT SLT	08/03/21	L
14b	Technology support in place. DFE laptop allocation ordered for contingency purposes.	Lack of support and supplies	H	Staff and children trained by ICT specialist in use of Teams. Laptop allocation ordered and received.	ICT specialist School office	08/03/21 08/03/21	L
15. Testing							
15a	Test kits are securely stored and distributed to staff.	Lack of secure storage and easy access	M	Test kits are securely stored in the school office and distributed to staff as and when required.	Office staff/HT	08/03/21	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
15b	Staff are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> NHS instruction leaflet Training video and online resources on the document sharing platform Contact details if queries Process for reporting incidents 	Failure to disseminate relevant information.	M	All relevant documentation and advice supplied to staff	HT/Office staff	24/02021	L
15c	Staff are aware of how to report their test results to school and to NHS Test and Trace.	Procedures unclear	M	All staff are requested to test twice weekly, and are aware that they should inform school (Peter Clarke) and NHS of result, and they know how to do this. Testing is recommended, but not compulsory.	All staff/PC	24/02/21	L
15d	Staff are aware of how to report any incidents both clinical and non-clinical.	Lack of awareness	M	Staff have been made aware aware of how to report any incidents both clinical and non-clinical.	HT/SLT	24/02/21	L
15e	Process in place to monitor and replenish test supplies	Failure to monitor and replace	M	Premises team monitors stocks of test kits and will arrange replenishment as and when required.	POs	Ongoing	L
16. Safeguarding							
16a	Plans in place to encourage attendance of any vulnerable CYP and to identify/respond to cases where children do not attend school due to parental/their own concerns and anxiety.	Failure to put appropriate procedures in place	H	Class teachers and Attendance Officer will monitor attendance of all children from March 8 th onwards to identify non-attendees. Rapid and appropriate response from DSL and HT/SLT will take place, with a clear focus on vulnerable children.	CTs Attendance Office DSL HT		L
16aa	Appropriate risk assessments have been undertaken to ensure welfare	CYP not on-site who are learning from home	M	All vulnerable families, including those with CEV children, receive regular welfare checks according to	DSL	Ongoing	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	checks are taking place for any CEV children not attending			need and the school's RAG rating. See Welfare Check Risk Assessment			
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Lack of preparation	M	Staff know processes and procedures for disclosures and are well-prepared to support pupils' well-being. DSL has requested all staff to be vigilant regarding signs of potential safeguarding issues	HT/SLT/DSL	03/03/2021	L
16c	Updated Child Protection Policy in place.	Failure to review and update	H	Adopted Temporary COVID19 Child Protection Policy in addition to standard Safeguarding Policy	SLT/DSL	w/c 23.03.20 and 07.09.20	L
16d	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. Assessment of measures needed and PPE use in cases where behaviour/SEND increases risk of transmission of bodily fluids (spitting/ sneezing etc.) and for pupils requiring physical care.		H	School currently has no children with individual behaviour/positive management plans. One child requires occasional physical care and a RA is in place for them. Visor and other PPE supplied for 1:1 support staff. One child prone to sneezing: visor and other PPE supplied for 1:1 support staff.	DSL	Ongoing	L
17. Curriculum / learning environment							
17a	Current learning plans, revised expectations and required adjustments have been considered.	Unreasonable expectations of children	M	SLT and Class Teachers have reviewed and adapted current learning plans. Dynamic assessments for learning take place to fill gaps in knowledge and/or skills. Ongoing priority: 1) Safety 2) Well-being 3) Education	All staff	04/09/2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
17b	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE guidance • Practical science lessons • DT/ FT 	Failure to assess	M	<p>Outdoor PE: equipment and fixed equipment cleaned between lessons. Activities designed to maximise social distancing and minimise contact.</p> <p>Indoor: Indoor PE: Bubbles on separate days: floor and contact points cleaned daily.</p> <p>Science: work planned to avoid equipment sharing between bubbles (eg electricity). Careful cleaning of other equipment.</p> <p>Same for DT and Art</p> <p>See Appendix 2: Additional Risk Assessments</p>	HT SLT H&S lead Laban CSC	04/01/21	L
17c	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Recovery/ Wellbeing curriculum • capturing pupil learning/achievements/ outcomes/ gaps • utilising the DfE 'catch-up' funding and programmes • responding to DfE remote learning expectations. 		M	<p>Curriculum has been adapted for whole school, including Recovery Curriculum considerations (see 17e)</p> <p>Ongoing priority: 1) Safety 2) Well-being 3) Education</p> <p>CTs to discuss and celebrate online and physical learning achievements and outcomes, including extra-curricular learning. CTs will identify gaps through formative assessment and respond appropriately</p> <p>HT/HT to review and address</p> <p>Remote Learning offer remains available on website.</p>		w/c 04/09/2020 Ongoing	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
17d	Student behaviour policy reviewed and amended where necessary in line with the current circumstances: see Behaviour and Discipline in Schools guide	Failure to communicate changes	M	Amendments included in Dalmain Covid-safe Agreement as communicated to parents/carers 01/09/2020 and subsequently. Basic expectations unchanged. Covid 19 addendum to behaviour Policy in place	HT/SLT PW	01/09/2020 02/11/20	L L
17e	Recovery Curriculum is used to support children and young people. https://www.evidenceforlearning.net/recoverycurriculum/			In place for all year groups	HT, SLT, CTs, TAs	01/09/2020 and ongoing development	L
17f	Arrangements for teaching pupils how to keep themselves safe online are in place.	Failure to address online safety issues	H	Online safety is part of the school curriculum and is taught throughout the school in a variety of contexts. Specialist ICT teacher reviews and reinforces online safety during Teams training and other lessons. CTs reinforcing message to online learners	HT SLT ICT specialist	Ongoing	L
18. CHILDREN with SEND							
18a	Approach to provision of the elements of the EHCP including health/therapies.	Inappropriate approach to current situation	M	Safety and well-being are currently being prioritised over education: other elements remain the same	HT SENDCO DSL	01/09/2020	L
18b	Annual review plan in place		M	Local Authority guidance will be followed		01/09/2020	L
18c	Requests for assessment plan in place		M	Local Authority guidance will be followed		01/09/2020	L
18d	Consider any children who may need support with their return to school and consult with the family and other agencies involved, including any support required for children to understand new rules i.e. social distancing.	Inappropriate approach to current situation	M	DSL and CTs to liaise. DSL to liaise with outside agencies if necessary. All staff to be alert to children who may require additional support (professional or rule- wise)	DSL to lead SLT HT SENDCO All staff	Ongoing	L
19. Attendance							

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
19a	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Lack of agreed approach	M	Attendance officer will continue to support attendance, liaising with HT, SLT and CTs. LA attendance team can be involved in individual cases Positive class and whole school approach towards maintaining full attendance. Specific room and adults available to support relevant children at start of day.	Att. Officer All staff	Ongoing	L
19b	Approach to support for parents where rates of PA were high before lockdown.	Lack of staff and agreed approach	M	Attendance officer will continue to support attendance of children with high rates of PA before lockdown, liaising with HT.	Attendance Officer	Ongoing	L
19c	Risk assessment and measures in place for any pupils who are clinically extremely vulnerable, clinically vulnerable or live with people in those categories to support their safe attendance at school.	Failure to assess risk adequately	H	Assessments carried out for CEV and CV children who may be attending school, and appropriate measures put into place according to individual cases. Liaison with LA attendance team re individual cases if required	H&S Lead, First Aid lead, HT	08/03/21	
20. Communication							
20a	Risk assessments/planning shared with staff. Information around asymptomatic testing arrangements Information around the full opening plan, amendments to usual working patterns/practices and groups shared.	Lack of communication leading to increased stress and decreased morale	M	Regular meetings held with staff and Union Reps. Frequent ad hoc meetings and discussions Staff supplied with all relevant information regarding asymptomatic testing. Extended staff briefings, where necessary and via Zoom, to share outcomes of dynamic Risk Assessments and consequent	HT/HT All staff	Ongoing 08/02/21 04/01/21	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<p>planning and/or changes to procedures.</p> <p>Briefings and emails share outcomes of risk assessments and relevant information re closure (and EVC children)</p> <p>RAs circulated to staff for comment. Clarification of actions and appropriate changes made if necessary</p> <p>All such information and changes to procedures as a result of risk assessments are regularly and effectively shared via emails and this will continue.</p>	via Office Staff & HT	03/03/21	
20b	Governors consulted on full opening plans.	Failure to fulfil statutory responsibilities	M	Information and plans are regularly shared with governors for discussion	HT/HT via Office Staff	Ongoing	L
20c	Union representatives consulted on full opening plans.	Lack of communication leading to increased stress and decreased morale	M	<p>Meeting held with staff and Union reps on over holiday period</p> <p>Meetings continue to be held.</p> <p>All such information is regularly and effectively shared via emails and this will continue.</p>	HT/HT via Office Staff	Ongoing	L
20d	Risk Assessment published on website, where more than 50 staff.		M	RA completed: Governors and staff to review before publication	HT	Completed / ongoing	L
20e	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance 	Lack of planning and dissemination	H	Full details on all arrangements communicated via ParentMail or letter	HT	04/01/21	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> Asymptomatic testing Use of face coverings Uniform Transport Behaviour Test and trace Staggered start and end times Expectations when in school and at home (if self-isolating is necessary) 						
20f	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable Social distancing, hand washing and other preventative measures. arrangements Staggered start times Expectations of behaviour when in school or at home (if self-isolating or in lockdown) Travelling to and from school safely 	Lack of communication	M	Pupils have been informed of timetables for new term Expectations in other areas are addressed in the Dalmain Covid-safe agreement.	HT	08/03/21	L L
21. Governors/ Governance							
21a	Meetings and decisions that need to be taken prioritised.	Governors do not meet and decisions not taken	M	Virtual governing body meetings (committees) have been and will continue to take place. A full meeting (via Zoom) of the governing body took place on 25.02.21 and further FGB meetings will continue as per the yearly schedule.	Chair of Governors	Ongoing	L
21b	Governors are clear on their role in the planning and full opening of the school, including support to leaders.	Lack of communication	M	Governors are fully aware of their role in the current circumstances and provide critical support to leaders.		Ongoing	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	Approach to communication between Leaders and governors is clear and understood.			Clear and accessible channels of communication are open between leaders and governors			
21c	Agreed arrangements for governors meetings, staff recruitment processes etc. to ensure meetings are held virtually			Completed and in place		01/11/2020	
22. School events, including trips							
22a	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.		H	No swimming until Summer 1 at earliest. No trips via public transport. Any other proposals individually assessed. Naturesbase and PGL postponed until at least summer 2021.	HT	08/03/2020	L
23. Finance							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		M	School currently receives no income from lettings.			0
23b	Insurance claims, including visits/trips booked previously followed up	Failure to keep books effectively	M	Completed	HT	01/09/2020	
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> Cleaning IT support Catering 	Contractors not able to fulfil requirements.	M	Services remained in place throughout summer term and changes made then hold good. New caterers have been made fully aware of lunchtime time tabling requirements.	HT POs MMS	Ongoing	L
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			N/A			
24. Before and after school clubs							
24a	Plans in place to resume before/after school clubs implements the necessary protective measures including restricted	Cross bubble contamination	H	No clubs until at least Summer 1. Breakfast club will run: see section 8a:l for procedures, which include	SLT	08/03/2021	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	attendance and preserving school day bubbles			bubble preservation for children and staff			

HT: Headteacher POs: Premises Officers SLT: Senior Leadership Team DSL: Designated Safeguarding Lead

HT: School Business Manager SENDCO: Special Educational Needs and Disability Co-ordinator

CTs: Class Teachers TAs: Teaching Assistants MMS: Midday Meal Supervisors

Appendix 1 – Trade Unions’ planning guide and checklists (for information)

[NEU/GMB/UNISON/Unite commentary and checklist](#)

